marta

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address	FOR RECORDS MANAGEMENT DIVISION USE		
Planning & Public Affairs Community Relations 401 West Peachtree Street 2200 Peachtree Summit Building Atlanta, Georgia 30308	Date Received NOV 3 0 1978	Application No. **78-290**	Date Completed DEC 4 1978
	1. Application		2. Dept. Application No.

4. Person to Contact	5. Working Title	6. Telephone Number
Ms. Helen Miller	Secretary	586-5077

7. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

8. Dates of Series	9. Records Series Title *(followed by title used in office; if different)*
Earliest Latest Present	Community Relations Reference Publications

10. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

11. Record Series Description   This file contains the following documents *(include form numbers and titles, if any)*:
Attach samples of the file.

Documents relating to: Establishing and implementing Community Relations programs and activities

Included are: Books, booklets and pamphlets related to Community Relations programs and activities. Not included are publications developed and prepared by MARTA.

File is arranged: Alphabetically by title of publication

12. Monthly Reference Rate   How often are records referred to which are:

One to six months old __15__ ; Seven to twelve months old __8__ ; Thirteen to twenty-four months old __2__ ;

twenty-five months and older __0__ ?

13. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____ ; Shelves __2__ ; Other *(specify)* _____

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YES	NO	14. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series?
X		If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.   d. Audit period _____ years.

b. Statute of limitation _____ years.   e. Administrative need __10 years__ years.

c. Federal law _____ years.   f. Federal retention instructions _____ years.

Attach copy or excert of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

[ ] Calendar Year; [X] Fiscal Year; [ ] Other _____ then,

[X] Hold in the current files area _____ month(s) __2__ year(s); then

[X] Transfer to local holding area; hold __8__ year(s); then

[ ] Transfer to State Records Center; hold _____ year(s); then

[X] Destroy.

[ ] Transfer to State Archives for permanent retention.

[ ] Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved Department Records Management Officer	Date 11/21/78	Approved Legal Counsel	Date 11/27/78
Approved Division Head/Designee	Date 11/21/78	Approved Division of Audit	Date 11/2/78
Approved Department Head/Designee	Date 11/21/78	Approved Department of Archives and History	Date 12-4-78
Approved Records Management Analyst	Date 11/22/78	Approved MARTA Management Advisory Committee	Date